

ALEXANDER COUNTY SCHOOLS

EMPLOYEE HANDBOOK 2025-2026



"Children First"

Latest revision: November 17, 2025

Table of Contents

Introduction	4
<i>School System Administration</i>	4
<i>Mission & Beliefs</i>	7
<i>Schools in Alexander County</i>	8
<i>Whom Should I Contact at the Central Office When I Have Questions?</i>	9
<i>Alexander County Schools Calendar</i>	11
Staff Duties and Responsibilities	13
<i>Professionalism and Dress Code</i>	13
<i>Job Performance</i>	14
Teacher Duties and Responsibilities	16
<i>Licensure and Certification</i>	16
Employee Benefits	18
<i>Payday</i>	18
<i>Direct Deposit</i>	18
<i>Pay Scale for Teachers</i>	18
<i>Bachelor's Degree Certified Teacher's Salary Schedule</i>	19
<i>Master's Degree Certified Teacher's Salary Schedule</i>	20
<i>Longevity Pay</i>	21
<i>Local Supplements</i>	21
<i>Leave</i>	21
<i>Sick Leave</i>	22
<i>Personal Leave</i>	22
<i>Annual Leave</i>	22
<i>Maternity Leave Procedure</i>	22
<i>Paid Parental Leave</i>	24
<i>FMLA</i>	24
<i>Group Health Insurance</i>	25
<i>Retirement System</i>	26
<i>State Employees Credit Union</i>	26
<i>Flexible Benefits</i>	27
<i>United Way</i>	27

Selected Board Policies	29
<i>Sexual Harassment, Discrimination and Bullying</i>	29
<i>Communication and Grievance Procedures</i>	29
<i>Prohibited Relationships</i>	29
<i>Confidentiality</i>	30
<i>Staff Responsibilities</i>	30
<i>Employee Use of Social Media</i>	30
<i>Professional Standards of Conduct and Performance for Teachers</i>	30
<i>Basic Standards of Conduct and Performance for School Employees</i>	31
<i>Classified Personnel</i>	31
Health and Safety Policies	32
<i>Drug/Alcohol/Substance Abuse Policy</i>	32
<i>Smoking and Tobacco Policy</i>	32
<i>Health Certificate for New Employees</i>	33
<i>Additional Required Physical Examinations</i>	33
<i>Bloodborne Pathogens and Bodily Fluid Precautions</i>	33
<i>Inclement Weather Procedures</i>	33
<i>School Closing for Students</i>	34
<i>Duty of Staff to Ensure Safety of All Students</i>	37
Local Public Service Contacts	38
<i>Restaurants</i>	38
<i>Housing</i>	39
<i>History</i>	39
<i>Points of Interest</i>	40
Attachments	41
<i>Attachment 1: Use of Personal Leave</i>	41
<i>Attachment 2: Maternity Leave Options</i>	42
<i>Attachment 3: Inclement Weather Work Timesheet</i>	43

Introduction

School System Administration

Department	Name	Title
Administrative	Dr. Bill Griffin	Superintendent
	Michelle Hinkle	Administrative Assistant
Curriculum & Instruction	Dr. Amy Bowles	Director of Curriculum & Instruction
	Saralyn Wilson	Administrative Assistant
	Stacey Allen	Instructional Coach
	Lydia Gwaltney	Instructional Coach
	Megan Coffey	Instructional Coach
	Jenna Buff	Instructional Coach
	Christy Crouse	Instructional Coach
	Kelly This	Instructional Coach
	Liz Cronan	Instructional Coach
	Dakota Brown	Instructional Coach
Human Resources	Dr. Alisha Cloer	Assistant Superintendent
	Stephanie Auton	HR/Licensure Specialist
	Becky Rosenberg	District Data Mgr/HR Specialist
Finance	Sharon Mehaffey	Chief Finance Officer
	Andrea Pennell	Assistant Finance Officer-Payroll Specialist/Federal Programs

	Maegan Clary	Payroll Specialist
	Shannon Hager	Financial Assistant/Benefits
	Crystal Belcher	Financial Assistant
Career and Technical Education	Crystal Hoke	Director
	Amber Barnes Emily Fox	Career Development Specialist
Public Affairs, Community Schools	Dr. Denita Dowell-Reavis	Public Information Officer
Before & After School Care	Sandra Miller	Director
School Health	Amanda Blackburn	School Nurse
	Monica Hamby	School Nurse
	Denise Jones	School Nurse
	Elizabeth Church	School Nurse
	Ashleigh Sigmon	School Nurse
	Kendra Bowman	School Nurse
Exceptional Children	Jessica Anderson	Executive Director
	Nikki McClain	Financial Manager
	Abigail Smith	Data Manager
	Jennifer Clark	Program Specialist
	Heidi Biddle Minton	Program Specialist
Testing & Accountability & Auxiliary Services	Jacob Lail	Director
Technology	Danny Stikeleather	Technology Coordinator
	Zach Hefner	IT Technician III

	Tina Durmire	IT Technician II
	Rhonda Reinhardt	IT Technician II
	Todd Clontz	IT Technician I
	Sherri Ireland	IT Technician I
Drivers Education and Safety	Josh Hartis	Coordinator
Child Nutrition	Kathy Caudle	Director
	Lisa Stikeleather	Administrative Assistant/Bookkeeper
	Lisa Parsons	Clerical/Admin Asst.
Maintenance	Bryan Davis	Director
	Laura Ritchie	Clerical/Cost Clerk
Transportation	Joseph Mabry	Director
	Darron Parker	Assistant Director
	Bethany Johnson	TIMS Coordinator



Every Child's Chance...Alexander County's Future Mission/Vision/Values

Mission

Building a Legacy of Excellence

Vision

The Educational Choice for Every Child

Beliefs & Values

- ❖ Establish and nurture a collaborative and safe community.
- ❖ Provide a safe, inviting, and healthy school environment.
- ❖ Celebrate and promote the accomplishments of students and staff.
- ❖ Foster lifelong learning across all disciplines.
- ❖ Empower and equip students and staff for high-level achievement.
- ❖ Partner with all stakeholders to support student growth.
- ❖ Prepare students to be future leaders and contributing members of society.

Priorities

- ❖ Instructional Excellence
- ❖ Comprehensive Student Support
- ❖ Operational Effectiveness
- ❖ Professional Growth and Retention

Schools in Alexander County

SCHOOL	PRINCIPAL	PHONE	EMAIL
Alexander Central High	Brian Lewis	828-632-7063	blewis@alexander.k12.nc.us
Alexander Early College	Mary Brown	828-632-8221 extension 301	mbrown@alexander.k12.nc.us
Student Success Center	Angie Charles	828-632-5101	angela_charles@alexander.k12.nc.us
Bethlehem Elementary	Stephanie Reep	828-495-8198	sreep@alexander.k12.nc.us
East Alexander Middle	Lee Swanson	828-632-7565	lswanson@alexander.k12.nc.us
Ellendale Elementary	Jennifer Miller	828-632-4866	jmiller@alexander.k12.nc.us
Hiddenite Elementary	Dina Spataro	828-632-3191	dspataro@alexander.k12.nc.us
Stony Point Elementary	Jessica Mundy	704-585-6981	jmundy@alexander.k12.nc.us
Sugar Loaf Elementary	Dawn Leary	828-632-2192	dleary@alexander.k12.nc.us
Taylorsville Elementary	Andy Palmer	828-632-3072	apalmer@alexander.k12.nc.us
West Alexander Middle	Amy Daigle	828-495-4611	adaigle@alexander.k12.nc.us
Wittenburg Elementary	Melinda Glenn	828-632-2395	mglenn@alexander.k12.nc.us
Head Start	Cathy Knepp	828-632-3809	cknepp@alexander.k12.nc.us

Whom Should I Contact at the Central Office When I Have Questions?

Accounts Payable	Crystal Belcher
AIG & Advanced Programing	Dr. Amy Bowles
ALP Program/Curricular Support	Crystal Hoke
ALP Program/Placements	Dr. Amy Bowles
Anti-bullying	Dr. Amy Bowles
Attendance/Truancy Officer	School Social Workers
Battle of the Books	Dr. Amy Bowles
Before and After School Care	Sandra Miller
Beginning Teacher Support and Development	Dr. Alisha Cloer
Benefits	Shannon Hager
Board Policy	Dr. Alisha Cloer
Bus Transportation	Joseph Mabry
Business Partnerships	Crystal Hoke
Calendar	Jacob Lail
Career and Technical Education Program	Crystal Hoke
Chief Financial Officer	Sharon Mehaffey
Countywide Competitions (Geography & Spelling)	Dr. Amy Bowles
Discipline/Suspensions, ALP Placements	Dr. Amy Bowles
Driver Education	Josh Hartis/ACHS
Erate	Danny Stikeleather/Sharon Mehaffey
Exceptional Children	Jessica Anderson
Federal Programs (Title I/II/III/IV)	Andrea Robinette
Financial Assistant Bus/BASC	Shannon Hager
Head Start	Cathy Knepp
High School Curriculum	Crystal Hoke
Home Base	Dr. Amy Bowles
Homeless Liaison	Jessica Anderson
Human Resources	Dr. Alisha Cloer
Infrastructure	Danny Stikeleather
Licensure/Renewal Credits	Stephanie Auton
Little Read	Dr. Denita Dowell-Reavis
Maintenance & Facilities	Bryan Davis
Mentor Training	Stephanie Auton
Multi-Tiered System of Support	Dr. Amy Bowles
NC Pre-K	Cathy Knepp

NCVPS	Crystal Hoke
Parent Notification System	Dr. Denita Dowell-Reavis
Parent Portal	Becky Rosenberg
Payroll - Tax Changes, W-2 Forms, Direct Deposit, Installment Requests	Maegan James
Post-Secondary Liaison	Crystal Hoke
Pre K-12 Grade Curriculum	Dr. Amy Bowles
Public Information Requests	Dr. Denita Dowell-Reavis
Of the Year Coordinator	Dr. Alisha Cloer
Professional Development	Dr. Amy Bowles
Receptionist	Laura Ritchie
Regular Ed Homebound Services	Jessica Anderson
Retirement/Payroll	Shannon Hager
School Counselors	Jessica Anderson
School Facility Use	Dr. Denita Dowell-Reavis
School Improvement Planning	Dr. Amy Bowles
School Nurses	Amanda Blackburn
School Nutrition	Kathy Caudle
School Safety	Jacob Lail
Section 504 Rehabilitation Act	Jessica Anderson
Social Workers	Jessica Anderson
Staff Evaluations	Dr. Alisha Cloer
Substitute Management System	Maegan James
Student Information System	Becky Rosenberg
Technology	Danny Stikeleather/Jacob Lail
Testing and Accountability	Jacob Lail
United Way Coordinator	Dr. Denita Dowell-Reavis
Vendors	Crystal Belcher
Website Coordinator	Dr. Denita Dowell-Reavis
Workers' Compensation	Shannon Hager
1099 Forms	Crystal Belcher

Alexander County Schools Calendars

JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

SEPTEMBER							OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	


NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

JANUARY							FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							

MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

- Holiday-No School for students
- Teacher Workday No School for students
- First Student Day
- Optional Workday No School for students
- Annual Leave Day No School for students
- Student Early Release Day



CALENDAR

2025-2026

- Aug 11-15 Optional Workdays
- Aug 18-21 Required Workdays
- Aug 22 Optional Workday
- Aug 25 School Starts for Students

- Sep 01 Holiday (Labor Day)
- Sep 29 Optional Workday

- Oct 23 Required WD
- Oct 24 Optional Workday (End of Qtr)
- Oct 31 Early Release

- Nov 11 Holiday (Veterans Day)
- Nov 26 Optional Workday
- Nov 27/28 Holiday (Thanksgiving)

- Dec 22/23 Annual Leave Day
- Dec 24-26 Holiday (Christmas)
- Dec 29-31 Annual Leave Day

- Jan 01 Holiday (New Year's Day)
- Jan 02 Optional Workday
- Jan 8-14 High School Exams
- Jan 15-16 Required Workdays
- Jan 19 Holiday (MLK Jr Day)

- Feb 13 Required Workday

- Mar 20 Required WD (End of quarter)

- Apr 03 Holiday (Good Friday)
- Apr 6-10 Annual Leave Days

- May 18-22 High School Exams
- May 22 Early Release/Last Day of School
- May 25 Holiday (Memorial Day)
- May 26-29 Required Workdays

- Jun 1-5 Optional Workdays

Alexander County Early College Calendar

Academic Calendar

2025 -26 Alexander Early College

July '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January '26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Optional Workdays Required Workdays AEC Start and End Dates
 CVCC Start and End Date Holiday Annual Leave

August 4-6 Optional Workdays
 August 7 & 8 Required Workdays
 August 11 First Student Day
 August 14 First CVCC Day
 August 29 Optional Workday
 September 1 Holiday
 September 26 Required Workday
 October 13 & 14 Annual Leave
 October 15,16,17 Optional Workdays
 October 31 Required Workday
 November 11 Holiday
 November 26 Annual Leave
 November 27 & 28 Holidays
 December 17 Last CVCC Day
 December 22 & 23 Annual Leave
 December 24-26 Holidays
 December 29-31 Annual Leave
 January 1 Holiday
 January 2 Optional Workday
 January 5 First Student Day
 January 8 First CVCC Day
 January 19 Holiday
 January 30 Required Workday
 February 13 Optional Workday
 February 27 Optional Workday
 March 9 & 10 Annual Leave
 March 11-13 Optional Workdays
 March 27 Optional Workday
 April 3 Holiday
 April 6 Optional Workday
 April 24 Required Workday
 May 11 Last CVCC Day
 May 15 AEC Last Day
 May 18 Graduation/Required Workday
 May 18-22 Required Workdays
 May 25 Holiday
 May 26-29 Optional Workdays

Staff Duties and Responsibilities

Professionalism and Dress Code

Policy 7340 - All employees are expected to act in a professional manner at all times. Since educators and support staff serve children as our primary focus, our example in conversation, dress, and behavior must be very professional. In addition, as we deal with the public, we must recognize that we are all ambassadors for the school system. As such, we should always present our organization in a most positive light.

Regarding employee attire, clothing should be clean, appropriate, and reflective of community standards. Teachers will gain the respect of students and parents more readily whenever they dress in a professional manner. If you have doubts about the appropriateness of an outfit, it is best not to wear it. The type of activity will sometimes determine the appropriate attire. If the teacher is going on a field trip, or doing an art or outdoor activity, then blue jeans may be appropriate. Certainly, in normal classroom instruction, more formal attire would be expected. If you are in doubt as to the appropriateness of certain clothing, you should talk with your immediate supervisor.

Custodians, bus drivers, and cafeteria workers should discuss appropriate dress with their supervisor. If all employees will simply remember that our attire influences our behavior as well as the public's perception, then there should not be a problem. We expect all employees to use good judgment with regard to appropriate attire. The schools have specific dress code guidelines pertaining to the respective schools. Questions concerning these areas should be addressed at the school level.

Regarding conversation, all speech will be free of profanity, slang, or any derogatory statements toward a student, co-worker, or the public. We will model the same language and behavior that we expect from our students. Speech patterns as well as proper language are acquired by conversation with others, and therefore, proper grammar is an expectation of all staff, but especially teachers.

Teachers are reminded to refer to Title 16 of the North Carolina Administrative Code known as "Code of Professional Practice and Conduct for North Carolina Educators".

Job Performance

For students to succeed, all staff members must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school district is to create the opportunity and environment where students can learn. Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Be familiar with, support and, where appropriate, enforce board policies, administrative procedures, school rules and applicable laws;
- Attend to the safety and welfare of students, including the need to ensure that students are supervised at all times;
- Demonstrate integrity, respect, and commitment to the truth through attitudes, behavior and dress;
- Address or appropriately direct any complaints concerning the schools, the school program or school operation; and
- Support and encourage good school-community relations in all interactions with students, parents, and members of the community. (School Board Policy 7300)

Classification of Personnel

Equal Employment Opportunity

In order to be fair and to do what is morally right, in addition to all the requirements of federal and state statutes, Alexander County Schools strives to keep all employment practices free of discrimination. To this end, School Board Policy 1710 states:

The board believes that all employees and students should be free of unlawful discrimination, including harassment, as a part of a safe, orderly, and inviting workplace and learning environment. The board commits itself to nondiscrimination in all educational and employment activities. The board expressly prohibits unlawful discrimination or harassment, including on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

The board is committed to promoting the worth and dignity of all individuals regardless of race, color, religion, national origin, sex, pregnancy, age, or disability. The board directs the superintendent to establish training and other programs to help eliminate unlawful discrimination and to foster an environment of understanding and respect for all individuals.

All supervisory personnel will endeavor to prohibit discrimination against any individual in employment practices and procedures, including sexual harassment and reasonable accommodation for employees and applicants with disabilities. Supervisory personnel will implement efforts to prevent discrimination in the work environment. Appropriate action will be taken by the administration to ensure that all personnel transactions are implemented in a fair and impartial manner.

Please be aware that nothing in this handbook grants employment beyond that which is granted by law. For any information relative to these provisions, contact the administration of Alexander County Schools.

Teacher Duties and Responsibilities

Licensure and Certification

It is the responsibility of every teacher to maintain appropriate licensure credentials. A beginning teacher is considered an initially licensed teacher for three years. During the time he or she is assigned a mentor and is expected to develop a Professional Development Plan (working with his/her mentor and principal) and attend system level support meetings. After three years these teachers receive a continuing license.

Teachers who hold a continuing license must renew their license every five years. Renewal credit requirements are determined by the expiration date of the current license.

Renewal and Reinstatement Requirements Total 8 CEUs or 80 Clock Hours of Professional Development

*As a condition of employment per [NC State Board of Education Policy LICN-005](#) employing school systems reserve the right to assign literacy requirements for any educator.

*Renewal requirements are subject to change based on NC State Board of Education policy updates.

Credits Required for Licensure Renewal	
Grades K-5 <ul style="list-style-type: none"> • 3 Subject Area • 3 Literacy • 2 Digital Learning 	Student Services Personnel <ul style="list-style-type: none"> • 3 Professional Discipline • 2 Digital Learning • 3 General
Grades 6-12 <ul style="list-style-type: none"> • 3 Subject Area • 2 Digital Learning • 3 General 	Administrators <ul style="list-style-type: none"> • 3 Executive's Role • 2 Digital Learning • 3 General
<p align="center">North Carolina Lifetime License</p> <p>The State Board of Education shall issue a lifetime license, which shall require no renewal, to an individual currently licensed as a professional educator who has met at least one of the following criteria:</p> <ul style="list-style-type: none"> • Completed at least 30 or more years of creditable service with the Teachers' and State Employees' Retirement System. • Completed a combined total of 30 or more years of employment as a licensed teacher, administrator, or student services personnel in one or more public school units in North Carolina. 	

Renewal Criteria

- A unit of renewal credit (CEU) is equal to 10 clock hours of professional development
- 8 units of renewal credit are required to renew both a current and expired CPL
- For a CPL to remain current, all renewal credit must be earned by the expiration date of the license

Activities Accepted for Renewal Credit:

- College or university courses
 - Official transcripts are required as documentation; grade reports are not accepted.
- Local in-service courses or workshops
 - The administrative unit certifies credits.
- Classes and workshops approved by a LEA
 - Documentation of completion is provided by the agency sponsoring the activity.

The system will seek to advise and remind teachers of certification requirements, but it is the responsibility of the teacher to know what is expected for licensure and to fulfill these requirements.

Teachers who enter the profession through a residency must fulfill requirements for a clear license within three years of employment. Appropriate Praxis tests must be passed, and any other state requirements met as outlined by the licensure plan created by the licensure section of the NC Department of Public Instruction.

Teachers must make every effort to be in compliance and should consult with the human resources office whenever there is any doubt regarding timelines and licensure issues. As of the 2017-2018 School Year, all newly licensed teachers must meet certain testing requirements and deadlines. All initially licensed teachers for whom a license exam(s) is required must: 1) attempt all required exams in the first year of teaching, and 2) successfully pass all required exams before or during the second year of teaching in North Carolina. Again, if there is any doubt as to the qualifications of your teaching license, you should always consult with the human resources office. It is also critical that you keep good records and appropriate files at all times.

New and existing professional educators will be able to apply for and update their North Carolina licenses online. Instructions and more information are available within the online licensure system. This new online licensure system can be accessed at [North Carolina Department of Public Instruction Online Licensure System](https://vo.licensure.ncpublicschools.gov) (<https://vo.licensure.ncpublicschools.gov>).

Employee Benefits

Payday

Payday occurs on a monthly basis, and the first check is received after you have worked for approximately one month. Pay day for all employees is the 30th day of the month. If payday falls on a weekend or holiday, checks are released the last working day before that day.

Direct Deposit

Employees will be paid by electronic transfer of funds to their designated bank account(s). Employees can review their check stub/record of the deposit through Timekeeper. Forms for direct deposit are available through the payroll department or your school bookkeeper.

Pay Scale for Teachers

The General Assembly adopts the salary schedules for state government employees each year. The schedule for the Advanced Competencies License (M) is ten percent (10%) higher than the "A" schedule. Twelve percent (12%) is added when a teacher earns National Board Certification.

FY 2024-25
BACHELOR'S DEGREE
CERTIFIED TEACHER SALARY SCHEDULE

Effective July 1, 2024

Years of Exp	Bachelor's Teacher		Bachelor's w/ NBPTS Certification	
	Monthly Salary	Annual Salary (10 months)	Monthly Salary	Annual Salary (10 months)
0	\$4,100	\$41,000	N/A	N/A
1	\$4,175	\$41,750	N/A	N/A
2	\$4,250	\$42,500	N/A	N/A
3	\$4,325	\$43,250	\$4,844	\$48,440
4	\$4,400	\$44,000	\$4,928	\$49,280
5	\$4,475	\$44,750	\$5,012	\$50,120
6	\$4,572	\$45,720	\$5,121	\$51,210
7	\$4,663	\$46,630	\$5,223	\$52,230
8	\$4,753	\$47,530	\$5,323	\$53,230
9	\$4,844	\$48,440	\$5,425	\$54,250
10	\$4,935	\$49,350	\$5,527	\$55,270
11	\$5,025	\$50,250	\$5,628	\$56,280
12	\$5,116	\$51,160	\$5,730	\$57,300
13	\$5,206	\$52,060	\$5,831	\$58,310
14	\$5,297	\$52,970	\$5,933	\$59,330
15	\$5,388	\$53,880	\$6,035	\$60,350
16	\$5,388	\$53,880	\$6,035	\$60,350
17	\$5,388	\$53,880	\$6,035	\$60,350
18	\$5,388	\$53,880	\$6,035	\$60,350
19	\$5,388	\$53,880	\$6,035	\$60,350
20	\$5,388	\$53,880	\$6,035	\$60,350
21	\$5,388	\$53,880	\$6,035	\$60,350
22	\$5,388	\$53,880	\$6,035	\$60,350
23	\$5,388	\$53,880	\$6,035	\$60,350
24	\$5,388	\$53,880	\$6,035	\$60,350
25+	\$5,595	\$55,950	\$6,266	\$62,660

NOTE: "NBPTS" stands for National Board for Professional Teacher Standards.
"NBPTS" salary difference is based on the "A" (Bachelors) scale + 12% differential

FY 2024-25
MASTER'S DEGREE
CERTIFIED TEACHER SALARY SCHEDULE

Effective July 1, 2024

Years of Exp	Master's Teacher		Master's w/NBPTS Certification	
	Monthly Salary	Annual Salary (10 months)	Monthly Salary	Annual Salary (10 months)
0	\$4,510	\$45,100	N/A	N/A
1	\$4,593	\$45,930	N/A	N/A
2	\$4,675	\$46,750	N/A	N/A
3	\$4,758	\$47,580	\$5,277	\$52,770
4	\$4,840	\$48,400	\$5,368	\$53,680
5	\$4,923	\$49,230	\$5,460	\$54,600
6	\$5,029	\$50,290	\$5,578	\$55,780
7	\$5,129	\$51,290	\$5,689	\$56,890
8	\$5,228	\$52,280	\$5,798	\$57,980
9	\$5,328	\$53,280	\$5,909	\$59,090
10	\$5,429	\$54,290	\$6,021	\$60,210
11	\$5,528	\$55,280	\$6,131	\$61,310
12	\$5,628	\$56,280	\$6,242	\$62,420
13	\$5,727	\$57,270	\$6,352	\$63,520
14	\$5,827	\$58,270	\$6,463	\$64,630
15	\$5,927	\$59,270	\$6,574	\$65,740
16	\$5,927	\$59,270	\$6,574	\$65,740
17	\$5,927	\$59,270	\$6,574	\$65,740
18	\$5,927	\$59,270	\$6,574	\$65,740
19	\$5,927	\$59,270	\$6,574	\$65,740
20	\$5,927	\$59,270	\$6,574	\$65,740
21	\$5,927	\$59,270	\$6,574	\$65,740
22	\$5,927	\$59,270	\$6,574	\$65,740
23	\$5,927	\$59,270	\$6,574	\$65,740
24	\$5,927	\$59,270	\$6,574	\$65,740
25+	\$6,155	\$61,550	\$6,826	\$68,260

NOTE: "NBPTS" stands for National Board for Professional Teacher Standards.
 "NBPTS" salary difference is based on the "A" (Bachelors) scale + 12% differential

Longevity Pay

Longevity pay is available for eligible *permanent, full-time, or part-time* employees (i.e. over 20 hours per week and over six months in one employment agreement). Beginning July 1, 2014 teachers and instructional support staff members compensated in accordance with the teacher salary schedule are not eligible to earn longevity. Longevity payments are made during the month following the contract anniversary date. The amount of this annual payment is determined by multiplying the appropriate percentage rate by your annual salary.

10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 but less than 30 years	4.50 percent

Upon employment, all eligible employees complete an "Aggregate Service Record" which is used to determine dates for longevity pay purposes. Longevity pay is subject to all statutory payroll deductions: Federal Income Withholding Tax, State Income Withholding Tax, Employees' Social Security Tax, and Employees' Retirement Contributions. Employees who began teaching at the beginning of a school year and who have never had a break in service will receive their longevity checks in September of each year.

Local Supplements

Alexander County Schools offers a local teacher supplement of 6%, which is paid once per year in February. Classified personnel receive a supplement of 2%, which is also paid in February. Employees must be employed for six months and in pay status on the last day in February in order to receive the supplement. Supplements will not be prorated for employees resigning prior to February.

Leave

The Alexander County Board of Education believes that it is important for employees to have leave time available to attend to personal, civic, and professional matters as well as to meet family commitments. This need for leave will be balanced with providing an effective instructional program for students. For additional information, see School Board Policy 7510 or your administrator.

Sick Leave

The superintendent or designee may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to illness. Employees who anticipate using sick leave for a period of time must inform the principal or immediate supervisor in advance, so that continuity of duties may be maintained.

Personal Leave

Teachers who require a substitute earn 1.60 hours of personal leave per month. On June 30, accumulated personal leave in excess of five days will be converted to sick leave. Personal leave may be requested by application at least five days in advance in accordance with the policies of the State Board of Education. (See Attachment 1 - page 41, for days a Teacher shall not take Personal Leave per NCPS: Benefits & Employment Policy 5.1.2-b)

Annual Leave

The superintendent or designee will have the authority to approve annual leave for all personnel. Annual leave days, which are earned according to the following schedule, may be accumulated with a maximum of 30 days being carried forward to July 1 of any calendar year. On June 30, accumulated annual leave in excess of 30 days will be converted to sick leave.

Years of State Service	Monthly Full-time Accrual Rates	12 Month Full-time Accrual Rates
Less than 5 years	1.17 days (9.33 hours)	14 days (112 hours)
5 but less than 10 years	1.42 days (11.33 hours)	17 days (136 hours)
10 but less than 15 years	1.67 days (13.33 hours)	20 days (160 hours)
15 but less than 20 years	1.92 days (15.33 hours)	23 days (184 hours)
20 years or more	2.17 days (17.33 hours)	26 days (208 hours)

Maternity Leave Procedure

Employees who anticipate the birth of a child must use the following procedure to communicate with the school district:

1. After pregnancy is confirmed by the physician, and when the employee feels comfortable in sharing the news with others, a **Leave of Absence Request Form** needs to be completed and given to the principal or direct supervisor for signature. This allows the principal or supervisor to make adequate plans for the continuation of

services to students or for the task in which the employee is responsible. Information should be communicated within three months of the anticipated delivery and earlier if possible. Once the form is completed, it should be sent to HR with a doctor's note attached (stating delivery date).

2. Once Human Resources receives the **Leave of Absence Form**, a **Family and Medical Leave Act (FMLA) form** will be emailed to the employee. This form should be filled out by the employee's doctor and returned to Human Resources.

The FMLA paperwork will communicate the following:

- Estimated date of delivery.
 - Normal or cesarean delivery if known.
 - Date of return to work.
3. HR will forward both the **Leave of Absence** and **FMLA** to the Finance Department. Once reviewed, an Estimated Leave of Absence Calendar will be created for the employee. Finance may contact the employee regarding the amount of leave balances currently held by the employee. After discussing the balance, the employee will be able to determine leave options. If any unpaid leave may need to be taken, the employee must submit a **Leave Without Pay Request** to HR for approval.
 4. If **Leave without Pay** is approved, the employee can request **Voluntary Shared Leave (See Attachment 2 - page 42 - Maternity Leave Options)**
 5. The employee should keep the principal or immediate supervisor informed with regard to the delivery date, or any complications that cause a change in the amount of leave that has been requested.

Six weeks of leave is typical for a normal delivery and eight weeks of leave is considered reasonable for a cesarean delivery. The 12 weeks allowed by the Family Medical Leave Act will run concurrent with any other leave taken by the employee.

According to FMLA guidelines, an employee must give at least 30 days advance notice of the need to take FMLA leave to the employer when the employee knows about the need for the leave in advance. If an employee does not provide at least 30 days advance notice, and it is possible to do so, the employer may delay the FMLA leave until 30 days from the notice provided by the employee. If 30 days advance notice is not possible, the employee must provide notice as soon as possible and practical.

Paid Parental Leave

The leave entitlement extends to the parent of a:

- Newborn biological child
- A newly placed adopted child
- A newly placed foster child
- A child under the age of 18 otherwise legally placed with the parent, such as through guardianship

According to [N.C.G.S. 126-8.6](#), entitlement to paid parental leave is effective for births, adoptions, and foster care that occur on or after July 1, 2023. There are two categories of paid parental leave:

- Paid parental leave for birth mothers related to the birth of a child (8 Weeks)
- Paid parental leave for bonding with a newly born child, an adopted child, or a child placed into guardianship (4 Weeks)

Full-time employees are eligible for up to eight (8) weeks of paid parental leave after giving birth to a child (birth mother), which must be taken concurrently with FMLA. Part-time employees are eligible for up to four (4) weeks of paid parental leave after giving birth to a child (birth mother), which must be taken continuously from the date of birth. This type of paid parental leave is only available to birth mothers.

Full-time employees are eligible for up to four (4) weeks of paid parental leave **for parental bonding**, which may be taken. Part-time employees are eligible for up to two (2) weeks of paid parental leave for parental bonding, which may be taken continuously or intermittently within the 12-month period following the birth or placement of the child. This type of leave is available to all parents. *The paid parental leave guidelines are subject to revision pending further clarification from the State Human Resources Commission.

FMLA

The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take 12 work weeks of unpaid, job-protected leave for their own serious medical condition or that of an immediate family member. In addition, FMLA entitlement allows eligible employees to take the same job-protected leave for the birth of a child or the placement of a child with the employee through adoption or foster care. Employers must maintain any employer-paid health benefits while the employee is on the FMLA job protected leave. FMLA runs concurrently with an employee's paid leave and may be applied retroactively. **Alexander County Schools requires an employee to use available paid leave before taking leave without pay.**

If an employee is eligible for FMLA leave, he/she may take a total of 12 work weeks of FMLA leave during any 12-month period for the following reasons:

1. The birth of a child of the employee and in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;
3. Taking care of the employee's spouse, child or parent who has a serious health condition;
4. A serious health condition of the employee that makes the employee unable to perform the functions of the employee's position;
5. Taking care of a service member recovering from a serious injury or illness sustained in the line of active duty. This also applies to a veteran, if the veteran was on active duty within five (5) years of the date the Veteran needs care. (Must meet eligibility requirements);
6. The notification of spouse, son, daughter or parent being called to active duty and has been deployed to a foreign country as a member of the Armed Forces. This applies to any member of the Armed Forces whether reservists or full-time military personnel.

An employee is eligible for FMLA leave if both of the following conditions are met:

1. The employee has worked for Alexander County Schools for at least twelve (12) months, which need not be consecutive; and
2. The employee has worked at least 1,250 hours for Alexander County Schools during the twelve (12) month period immediately preceding the beginning of the FMLA leave.

The 12-month period is measured forward from the date the first FMLA-eligible absence begins. Leave may be taken continuously, intermittently, or on a reduced schedule when medically necessary or related to a qualifying exigency arising out of active-duty service.

Group Health Insurance

Group health insurance is available to all employees of Alexander County Schools through the state program. To be covered by health

insurance, one must apply for coverage. New employees should apply within 30 days after they begin work if they wish to receive full coverage without a waiting period. To learn more about the plan call 1-800-422-4658 or 919-489-8389. Information is also available at



the following website: www.shpnc.gov. Each year during annual enrollment changes may be made to the type of coverage.

Charges for health insurance coverage are deducted from the employee's monthly check. For teachers who receive pay in ten installments, there is an additional monthly amount deducted to cover the two months of summer break. For the current school year, the system pays an average premium of \$742.04 per month for each covered employee. Employees may purchase insurance for themselves, their spouse and family or children only at their expense through payroll deduction.

Retirement System

All full-time, permanent employees of the Board of Education must join the retirement system. Each member pays 6% of his or her check each month. The state also contributes a percentage of the salary of each member. The current rate was established as 24.67%. Upon the passing of this year's state budget, this percentage is subject to change.

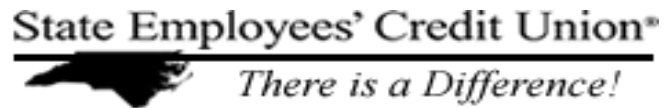
State Employees Credit Union

As an employee of the school system, you are eligible to join the State Employees Credit Union (SECU). Membership in the Credit Union may be obtained by opening a Share Account with a minimum deposit of \$25. Deposits are actually shares that have a par value of \$5 each. Therefore, at least 5 shares must be purchased initially to obtain membership. Once you are a member of SECU, you can remain a member, even if you no longer meet the above eligibility requirements, as long as you keep a Share account open with a balance of at least \$25.

SECU offers a variety of deposit accounts, loans, and other services. Other favorites among teachers include the Summer Cash Account, the Holiday Cash Club, the Zard program for teens, and the Fat Cat program for children.

To begin receiving the many benefits offered by the credit union, complete a membership form, and take it to your [local branch](#). If you are eligible for membership through your place of employment, the credit union will also need a copy of a recent pay stub or employee identification card for proof of employment. You may also mail or fax the form to the [Phone Center](#) at:

SECU Phone Center
PO Box 29606
Raleigh, NC 27626
Fax: (888) 732-8329
(919) 857-2000



Flexible Benefits

One of the benefits offered Alexander County Schools' employees is a flexible benefit plan currently available through the Mark III Brokerage Firm. The plan helps reduce your taxes and increase your spendable income by allowing pre-tax deduction of the following premiums or expenses:

- Gilsbar Medical Reimbursement Account
- Gilsbar Dependent Care Account
- Ameritas Dental Plan
- Superior Vision Plan
- MetLife Term Life Plan
- CAIC Accident Plan
- Texas Life
- Allstate Cancer Plan
- AUL Short-Term Disability Plan
- AFLAC-CAIC Critical Illness



This opportunity is presented annually to all employees at which time individuals may accept or decline the benefit.

United Way

The Alexander County School System supports and participates in the United Way program. The annual campaign is held annually in October during which time information and material is available through representatives at each school. Although your support is voluntary, we would encourage you to give an "educator's share" which is defined as \$25.00 for classified workers, \$50.00 for teachers, and \$75.00 for administrators. For an

additional \$25.00 at each level, you will be designated as meeting the **"educator's challenge"**. As the county's largest employer, and as an example to our students and community, we desire to be a leader in giving to United Way organizations. Please consider this worthy endeavor.



Selected Board Policies

Sexual Harassment, Discrimination and Bullying

The board takes seriously all complaints of sexual harassment, discrimination and bullying. They are defined and examples are provided under School Board Policies 1710, 4020, and 7230. If you feel that you have been sexually harassed or if you are aware of sexual harassment, notify your supervisor or principal immediately. Any supervisor or principal who receives a sexual harassment complaint should notify the superintendent or director of human resources immediately. Sexual harassment complaints will be handled according to School Board Policy 1720, 4030, and 7235 which includes the process for appeal.

Communication and Grievance Procedures

Problems are usually resolved through open communication between an employee and an immediate supervisor. If the problem is not resolved in this manner, then a formal grievance is the next option. A grievance is "a formal written claim by an employee against another employee or the school district that: (a) there has been a violation, misapplication, or misinterpretation of state or federal law or regulation, school board policy or administrative procedure; (b) an employee has been subject to discrimination on the basis of race, religion, sex, national origin, age, or disability; or (c) there exists a physical condition which jeopardizes an employee's health or safety, or which interferes with an employee's ability to discharge his or her responsibilities properly and effectively." Formal grievances must be filed as soon as possible, but no later than 30 days after disclosure of the facts on which the grievance is based. School Board Policies 1750 and 7220 addresses the full grievance procedure.

Prohibited Relationships

All Alexander County Schools' employees are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student enrolled in the school district regardless of the student's age. Employees who engage in such inappropriate conduct or who fail to inform the superintendent of a suspected inappropriate relationship between an employee and a student will be subject to disciplinary action, up to, and including, dismissal. (School Board Policy 4040/7310)

Confidentiality

All employees have an absolute duty to maintain the confidentiality of records as required by law. Employees, by the nature of their occupation, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the director of human resources. Where violations occur, appropriate disciplinary action will be taken. (School Board Policy 2125/7315)

Staff Responsibilities

Policy 7300 - Staff Responsibilities require that all staff members be aware of and follow the policies set forth by the Alexander County Board of Education. This policy also states that all employees shall notify human resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice shall be in writing, shall include all pertinent facts and shall be delivered to the director of human resources no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee shall report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the director of human resources no later than the next business day following adjudication. Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

Employee Use of Social Media

Policy 7335 - This policy defines how an employee is allowed to use non-school-controlled social media websites for instructional or other school-related purposes provided the use meets the requirements of applicable board policies and the employee has the prior written approval of the superintendent or designee and principal. This policy further defines circumstances under which employees may communicate with students on social media sites and addresses "bring your own technology" procedures. An agreement form is required annually for all staff and substitutes prior to utilizing any internet-based application associated with the Alexander County Schools instructional program.

Professional Standards of Conduct and Performance for Teachers

Policy 7305 - The Alexander County Board of Education is dedicated and committed to providing all teachers with opportunities and resources to further their growth as professional educators. The performance of every teacher is assessed, and teachers are

provided with constructive feedback through a formal evaluation and review process targeted to enhance professional growth. It is the board's expectation that all teachers are capable of and must adhere to certain minimum professional standards of conduct and performance as set forth in this policy.

Basic Standards of Conduct and Performance for School Employees

Policy 7302 and 7303 - The Alexander County Board of Education is dedicated and committed to providing all employees with a positive work atmosphere that gives employees opportunities to excel in the workplace. It is the board's expectation that all employees are capable of and must adhere to certain minimum standards of conduct and performance as set forth in this policy.

Classified Personnel

Beginning with the 2006-2007 school year, all school-site based newly hired full-time and permanent part-time classified personnel are required to become a certified school bus driver and maintain a valid pocket card. Newly hired classified personnel will be given four months from the date of employment to obtain bus driver certification. Failure to secure and maintain this certification within the time limit may result in termination. Medical exceptions may be allowed with doctor certification and approval of the director of human resources. Personnel presently employed are subject to the terms of their current employment agreement. All licensed drivers will be subject to serving as bus substitutes. For additional information, please refer to School Board Policy 7101.

Health and Safety Policies

Drug/Alcohol/Substance Abuse Policy

It is the policy of the Alexander County Board of Education that a drug-free workplace will be maintained. The unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances, or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 is prohibited. No employee will be impaired by the excessive use of prescription or nonprescription drugs.

The policy will govern each employee before, during, or after school hours while on any property owned or leased by the board of education; at any time during which the individual employee is acting in the course and scope of his or her employment with the board of education; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance.

Violation of this policy will subject an individual to personnel action by the board of education as noted in School Board Policy 7240.

All final candidates will be given a drug test prior to employment. Additionally, all school personnel will be subject to random drug testing periodically and in the event of reasonable suspicion. Please see School Board Policies 7240C and 7241 for other details, including consequences for a positive test.

Smoking and Tobacco Policy

The board of education is proud to declare that all Alexander County Schools are "100% Tobacco-Free". School board policy states that no student, staff member, or school visitor may be permitted to possess or use tobacco products on school property at any time. This does include vehicles, athletic fields and parking lots owned, leased, rented, or chartered by the Alexander County Board of Education. Signs are posted in a manner and at locations that adequately notify students, staff and visitors about the 100% Tobacco-Free School policy. Consequences for violators will be in accordance with School Board Policies 4320, 5026, and 7250 and will be consistent throughout the Alexander County School System.

Health Certificate for New Employees

All new employees, employees who have been separated from public school for more than a year, and employees who have been absent for more than 40 consecutive school days because of a communicable disease, must provide a fully completed health certificate on a form provided by the State Superintendent of Public Instruction. This form will determine the scope of the physical examination that is required of all employees prior to employment. (School Board Policy 7120)

Additional Required Physical Examinations

The board may require an individual examination of an employee whenever, in its judgment, such employee shows evidence of deviation from normal physical and mental health. The board reserves the right to require a physical examination of any employee by a doctor of its choice, at its discretion and expense. (School Board Policy 7120)

Bloodborne Pathogens and Bodily Fluid Precautions

From time to time, school employees may encounter blood or other body fluids resulting from the injury or illness of a student or staff member. It is extremely important to follow proper procedure in the handling of such material and care of other persons. The school system requires bloodborne pathogen training each year for all employees, and more in-depth training for some employees such as custodians, coaches, or exceptional children's teachers who by the nature of their job may encounter this risk more often.

Each school has at least two copies of our Exposure Control Plan which explains in great detail the procedures that should be followed when dealing with body fluids. Other information may be found in Board Policies 7260 and 7262. No employee should ever handle blood, vomit, or any other bodily fluids without proper protective equipment including gloves, shields, appropriate receptacles for collection and disposal, and adequate training to insure protection. If any employee suspects that they have been exposed to any pathogen, or infectious agent, they should report the exposure to their immediate supervisor as soon as possible.

Inclement Weather Procedures

Announcements about school closings due to weather or other emergencies are communicated through a telephone-based notification service. This notification service is our primary source for disseminating information to parents and staff. Alexander County Schools respects your right to make an informed decision as to whether you go to work

when school has been cancelled. It is important that you understand the options related to school closings or early dismissal that are listed below. Announcements will also be posted to the school district's website and social media.

School Closing for Students

The following protocol and procedures shall be used, however, if circumstances warrant other directives, the superintendent will communicate as necessary.

REMOTE LEARNING:

1. Inclement Weather Remote Learning Day- Buildings are OPEN:

- If an employee cannot safely commute to work and can complete his/her job duties by teleworking, then he/she may telework with supervisor permission.
- Inclement Weather Remote Learning Days will be treated as a day of student instruction.
- Students shall receive purposeful instruction as referenced in the ["Remote Learning Checklist"](#).
- All employees shall work their normally assigned hours of service unless changed by the district (No Overtime).

2. Inclement Weather Remote Learning Day- Buildings are CLOSED:

- If an employee can complete his/her job duties by teleworking, then he/she will telework.
- If an employee's work may not be done via telework, then the following is to be decided between the employee and the supervisor:
 - If the circumstances warrant an employee reporting to the building to work, the employee must communicate with the supervisor for permission. If an employee may not report to the building to work, the employee may choose one of the options in Policy Code 7550.
- If an employee chooses to make up the time, use the Inclement Weather Work Timesheet to record time for payroll purposes (**See Attachment 3 - page 43, Inclement Weather Work Timesheet.**

CLOSED: NO SCHOOL:

Inclement Weather/Optional Teacher Workdays (No Remote Learning Option):

- School is closed for all students. Before and After School Care is cancelled.
 - If an employee can not safely commute to the building, and can complete their job duties in a remote setting, he/she may telework (with supervisor permission). Document work assignments completed.
 - If an employee can not safely commute to the building and does not telework, the employee may choose one of the options in Policy Code 7550. If the employee chooses to make up the time, use this sheet to record time for payroll purposes - [Inclement Weather Work Timesheet](#)
 - If an employee can safely commute to the building, then he/she may work a normal teacher workday or use leave.
 - All employees shall work their normally assigned hours of service unless changed by the district (No Overtime).
-

Policy Code: 7550
Absences Due to Inclement Weather

On a day that employees have the option to report for a workday but pupils are not required to attend school due to inclement weather, employees have the following options:

1. report to work (In-person/Telework with supervisor permission);
2. take accumulated annual (vacation) leave;
3. take accumulated personal leave, if available (teachers only);
4. use compensatory leave already accumulated;
5. take leave without pay; or
6. make up the time missed.

If an employee elects to make up time, it shall be at a mutually agreed upon time between the employee and the immediate supervisor. For 10-month employees, it shall be within the regular 10-month employment.

Legal References: [G.S. 115C-84.2](#), [-302.1](#)

11/12 Month Employees

Eleven and twelve-month employee workdays are not governed by the ten-month calendar (other than specified holidays.) When schools are closed and work is missed due to inclement weather, eleven and twelve month employees have the following options:

1. report to work(In-person/Telework with supervisor permission);

2. take annual (vacation) leave;
3. use compensatory leave already accumulated;
4. take leave without pay; or
5. make up the time missed.

10 Month Employees:

- Employees are to be given the option to make up time missed due to inclement weather, if they elect. "With permission of their supervisor" implies that the make-up time, or event credited for time, must be approved to count towards make-up time, not that the supervisor is to approve the request to make up the time.
- Work with employees to make sure that they have every opportunity to make up time if requested.
- Make-up time for employees, not exempt from Fair Labor Standards laws, (non-certified employees) will be made up hour for hour and not at time and a half. (No overtime will be allowed for the make-up option.)
- Non-certified employees will sign out of TimeKeeper and use the attached [Inclement Weather Work Timesheet](#) to record make up the time.
- Make-up time documentation must be kept on file at the school for all employees making up time (exempt and non-exempt.)

DELAYS:

1. School Delay (with Students)

- Employees will not lose this time. Employees will be made whole with "Official Office Closing" being coded in payroll.
- If school is delayed, staff members are required to report to work at least 30 minutes before students arrive or the start time of the facility. Individual principals may have different requirements in order to meet the needs of their school and may adjust accordingly.
- Time for the delay will not be made up and "Official Office Closing" will be used to credit employees for their normal hours worked.
- Example - 2hr delay = Maximum 2 hour credit
- Employees shall NOT record overtime on delayed school days.

2. School Delay (Without Students)

- Employees will not lose this time. Employees will be made whole with "Official Office Closing" being coded in payroll.

- Example = Two-hour delay: Students served remotely or students not served (Optional Teacher Workday) - staff report on a 2hr delay.
- Time for the delay will not be made up and will be credited to all employees (maximum credit = the hours delayed).
- Example - If an inclement weather day is called and the start time for employees is delayed, those electing to makeup time or those who elect to work will only work/makeup the remainder of that normal day's time (2 hour delay, employee will work or makeup 6 hrs) (Employees get NO more time than the delay).
- Time can not be banked, used at the end of the day or as comp time. If an employee arrives early or at normal time on a delayed day, the employee is not entitled to leave early. This is NOT allowed.

EARLY RELEASE:

- Employees will not make up this time. Employees will be made whole with "Official Office Closing" being coded in payroll to credit all employees for their normal hours worked. NO overtime will be allowed.

Example - It is snowing and schools release at 11:30, it is the principal/supervisor's decision for employees to leave when appropriate, however, the needs of all students must be met.

Students must not be left without appropriate and adequate supervision. Ensure the phones are being answered until all buses are back to school. The administration will be at the school until the last bus arrives safely back to school.

Duty of Staff to Ensure the Safety of All Students

According to School Board Policy 7300, all personnel are required to attend to the safety and welfare of students, including the need to ensure that students are supervised at all times.

Local Public Service Contacts

Restaurants

Name	Phone
16/90 T'ville Scoops	828-471-5255
Apple City BBQ	828-471-5215
Arby's	828-635-4134
Blondeez Restaurant	828-495-2100
Bojangles - Taylorsville	828-632-0310
Bojangles - Bethlehem	828-495-2070
Casa Mexico	828-352-9901
Coffee House Diner	828-632-0620
Crossroads Grill	828-632-5656
Dairy Bar	704-585-2684
Domino's Pizza	828-635-6868
Fueled Streetside Coffee	828-217-1686
Giovanni's	828-632-4694
Hollar's Backstreet Grill	828-632-8999
Jean's Store & Grill	828-632-6885
KFC/Taco Bell	828-632-5153
Koto's	828-632-7717
McDonald's	828-632-2004
Brushy Mt. Restaurant Golf Course	828-632-4804
Mexico Viejo - Bethlehem	828-598-0551
Mexico Viejo - Taylorsville	828-635-6685
Nikki Japanese	828-632-9955
Oriental Café	828-632-6868
Pizza Hut	828-632-4433
S&S Family Restaurant	828-632-5138
Sandbar Marina & Grill	828-632-7937
Scotty's Hometown Grill	828-635-5635
Subway - Bethlehem	828-495-2040
Subway - Taylorsville	828-635-1739
Teens & Deens Country Kitchen	828-635-1950
Tri-Mart	828-635-6232
Village Inn - Bethlehem	828-495-8467
Village Inn - Taylorsville	828-632-9217
Wendy's	828-632-3889
Yellow Deli	828-548-3354

Housing

The **Lodges at Brushy Mountain Golf Club** offers 10 rooms appointed with 2 luxury queen beds, free internet, refrigerator, microwave, 42" HDTV flat screen with coffee service in each room for \$80 per night plus tax. The rooms are single, double or family occupancy with no additional charge for up to four guests per room. McLindon's is a full service restaurant and bar. Also, Brushy Mountain GC, 18 hole par 72 semi-private course onsite. Golf Packages available. 828-632-4804

Real Estate Agency	Phone
Hartness Properties	828-234-4160
Cooper Southern Properties	828-217-5812
Big6 Properties	828-632-2446
Tabitha & Co. Inc. at Exp Realty	828-381-4127
Weichert Realtors Team Metro	828-446-6696
Re/Max Legendary	828-612-7218

History of Alexander County

Alexander County was established in 1847, the year of the first sale of land in the county seat (Taylorsville). With the proceeds from the sale, the first courthouse was built on the present site. When the Civil War began, Alexander County was 14 years old. The 1860 population was 5,837; yet Alexander County ranked high per capita in the number of Confederate soldiers serving in the war. The county is named in honor of the Alexander family who were leaders in Colonial North Carolina. Taylorsville is the namesake of either John Louis Taylor, Carolina agriculturist and political philosopher, or General Zachary Taylor, the 12th president of the United States.

The county is served by US Highway 64, which is a controlled access roadway connecting Taylorsville with Lenoir and Statesville. NC Highways 90, 16, and 127 also serve the county. Interstates 40 and 77 are just 30 minutes from the majority of county residents. The Charlotte Douglas International Airport is an hour's drive from most parts of the county. The area is also served by the Hickory Regional Airport (30 minutes) and the Statesville Airport (20 minutes). The Alexander Railroad Company is an active short line rail system operating between Taylorsville and Statesville and connecting with Norfolk Southern.

A vital part of Alexander's economy and history rests in its diverse natural resources, particularly precious minerals. The largest emerald to ever be uncovered in North America

was found in Hiddenite in 1969; it was named "Carolina." Numerous minerals such as sapphires, monazite, tourmaline, aquamarines, sillimanite, garnets, quartz, along with emeralds have all been mined at the important Hiddenite Gems Emerald Hollow Mine.

Another important industry in Alexander includes its wide array of agricultural products that are grown in the county. Ranked a top agricultural county in North Carolina, Alexander boasts as the tenth greatest producer of beef cattle, sixth in dairy, third in poultry products, and fifth in apples. In regard to apple production, in 1900, apples grown in Alexander ranked first at the Paris World's Fair. Even though most Alexander residents work in the service or manufacturing industries, farmland accounts for nearly two-thirds of all land in the county.

Points of Interest

Hiddenite Center's Lucas Mansion

The Hiddenite Center's Lucas Mansion is a restored three-story turn-of-the-century Victorian house once owned by James Lucas, known as "Diamond Jim" Lucas. Step back in time as you enter the first floor of the home, restored to capture the era when Diamond Jim occupied the residence.

The Lucas House was built around 1900 in the Victorian style and is two stories tall. Around 1915 the house was enlarged. It was horizontally cut in half and the second story lifted up to become the third story and a second story was built between the two original floors.

<http://www.hiddenitecenter.com/>

Rocky Face Park

The site is a former quarry operation, which began in 1922 and operations ceased in the early 1940s. Today, the area includes a paved ADA walking track, five miles of hiking trails including the popular "Stairway to Heaven" trail, picnic shelters, restrooms, multipurpose building, and park office. There's also a new adventure playground for children to enjoy, as well as a multipurpose building that is available to rent. The trail will also include various markers depicting some of the rare plants which are located at the park. The quarry area features a sheer cliff face which is attractive for qualified rock climbers with almost 60 established routes.

<http://rockyfacepark.com/>

Antique Shopping

When you find yourself downtown Taylorsville, make sure to stop by one of our many Antique stores. Smaller towns tend to offer far better deals than big cities – not to mention much more charm, too. Here are a couple of our favorites: Treasure Cove Antique Mall, West Main Antiques, and Road Market Antique.

Attachment 1
North Carolina Public Schools: Benefits & Employment Policy Manual

5.1.2 Use of Personal Leave

- (a) Personal leave may be used only upon the authorization of the immediate supervisor.
- (b) A teacher shall not take personal leave on the first day the teacher is required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal.
- (c) A teacher who requests personal leave at least five days in advance shall be automatically granted the request subject to the availability of a substitute teacher. A teacher making the request cannot be required to provide a reason for the request if the request is made at least five days in advance.
- (d) Personal leave may be used on any instructional day or workday except as noted in paragraph (b) above.
- (e) Teachers using personal leave receive full salary less the required substitute deduction, except for teachers using personal leave on teacher workdays. Teachers using personal leave on teacher workdays shall receive full salary. Teachers may use up to their accrued amount of personal leave on teacher workdays in accordance with paragraphs a, b, c and d above.
- (f) Teachers using personal leave on days other than those referenced in subsection (b) of this section shall receive full salary as long as the teacher provides a reason for the request. If the teacher does not provide a reason for the request, the teacher shall receive full salary less the full cost of hiring a substitute for the teacher. If no substitute is hired for a teacher, any substitute reduction shall be refunded to that teacher.

Attachment 2 Maternity Leave Options

MATERNITY LEAVE – ALEXANDER COUNTY SCHOOLS

6 weeks for normal delivery and 8 weeks for cesarean delivery
The following leave types may be used for maternity leave.

SL – Sick Leave

AL – Annual Leave/BL – Bonus Leave - if either is earned

VSL – Voluntary Shared Leave

Ext. SL – Extended Sick Leave (up to 20 days, certified staff who require a sub; \$50 deduction)

PL – Personal Leave (earned by employees who require a sub; \$50 deduction if taken on a student day, no deduction for a teacher workday)

LwoP – Leave without Pay (requires Board of Education approval)

6 Weeks (Normal Delivery)-----12 Weeks (FMLA)

SL, AL/BL, VSL, Ext SL, PL, LwoP	Not eligible for VSL (Weeks 7-12)
----------------------------------	--------------------------------------

8 Weeks (Cesarean Delivery)-----12 Weeks (FMLA)

SL, AL/BL, VSL, Ext SL, PL, LwoP	Not eligible for VSL (Weeks 9-12)
----------------------------------	--------------------------------------

February 2020

Attachment 3
Inclement Weather Work Timesheet



Alexander County Schools
Inclement Weather Work Timesheet

Name: _____

Location: _____

Assignment: _____

Date	Time In	Time Out	Job/Task Completed
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Employee Signature: _____

Supervisor Approval: _____

This sheet will be kept at the school (with payroll documentation) when an employee has been approved by the supervisor to make up time missed for inclement weather. This form must be present for any absence due to INCLEMENT WEATHER REMOTE WORK.